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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 September 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
5 September through 10 September 1956

I. Progress on Major Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compilation of a Visual Aids Brochure in progress
- B. Intelligence B.3
 - 1. OCR Machine Division display is in progress
 - 2. One chart of code numbers is in progress
 - 3. Changes in OCR Library display are in progress
- C. Intelligence B.4
 - 1. Seven color view graph charts are in reproduction
- D. Intelligence B.5
 - 1. Twenty-five view graph charts are in reproduction
- E. Intelligence B.8
 - 1. Layout submitted and approved for a chart, "The Management Cycle"
- F. Language and External Training
 - 1. Three maps of the Middle East are in progress
 - 2. newspaper reader is in reproduction
- G. Management Staff
 - 1. Eleven charts are in progress

25 YEAR RE-REVIEW

II. Training Aids Completed During Week

- A. Director of Training
 - 1. OTR organization chart completed
- B. Intelligence B.1
 - 1. A special type name plate completed
- C. Intelligence B.4
 - 1. One blanket board chart completed
- D. Intelligence B.8
 - 1. One magnet board title completed

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E. OTR Library

1. One sign, "Reserved for Soviet Bloc Course," completed

F. Plans and Policy Staff

1. Six copies of chart, "OTR Positions Requiring Field Experienced Personnel," completed

III. Items of Administrative Interest

25X1

Mrs. [] is attending Administrative Procedures.

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